

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



February 23, 2004

COUNTY FISCAL LETTER (CFL) NO. 03/04-49

TO: COUNTY WELFARE DIRECTORS
COUNTY FISCAL OFFICERS
COUNTY AUDITOR CONTROLLERS

SUBJECT: NEW CLAIMING INSTRUCTIONS FOR THE CA 800 FC1 FED, FOSTER CARE FACILITY REPORT AND THE CA 800 FC FED, SUMMARY REPORT OF ASSISTANCE EXPENDITURES, FOSTER CARE; FOSTER CARE SB163, FEDERAL FORMS

REFERENCES: All County Letter (ACL) No. 01-85
All County Information Notice (ACIN) No. I-17-03
CFL No's. 97/98-54, 01/02-55, 01/02-61, 02/03-36, and 02/03-50
Adoptions and Safe Families Act (ASFA) Public Law 105-89, Statutes of 1997
Assembly Bill (AB) 1695, Chapter 653, Statutes of 2001

The purpose of this CFL is to issue new claiming instructions for the CA 800 FC1 FED, Foster Care Facility Report and the CA 800 FC Fed, Summary Report of Assistance Expenditures, Foster Care; Foster Care SB163, Federal Forms.

BACKGROUND

CFL 98/99-80, dated July 19, 1999, issued new claiming instructions and form revisions to the CA 800 FC1 FED (FC1 Report) and CA 800 FC FED form resulting from a Federal audit. The audit identified the following discrepancies on the FC1 Report:

- Foster Family Agency (FFA) board and care costs were not separated from administrative costs on the FC1 Report.
- Non-federally eligible administration and social worker costs were being claimed for reimbursement from federal funds.
- FFA Administrative costs were claimed on the CA 800 FC (Fed) form at the higher Federal Medi-Cal Assistance Percentage (FMAP) rate. Administrative costs are eligible for the Federal Financial Participation (FPP) rate of 50 percent.

The FC1 Report was subsequently modified by adding additional columns to separate the board and care from the administrative costs and to allow counties to calculate the federal and Nonfederal portions of both the maintenance and administration costs. New FFA administrative and maintenance ratios were developed so that counties could calculate the

nonfederal portion of the maintenance and administrative components of the rate in accordance with the federal directions.

NEW CALCULATIONS

Claiming procedures for the FC1 Report were reviewed and found to be in conflict with the revised nonfederal maintenance payment ratios for FFA's. When the revised nonfederal ratios are applied to the entire FFA rate in accordance with the FC1 instructions, the nonfederal portion of the maintenance payment is overstated. Therefore, the following changes to the FC1 instructions have been made so that counties may more accurately calculate the FFAs' nonfederal portion of the maintenance payment costs. Calculation instructions for Group Home maintenance payment costs remain unchanged.

CA 800 FC1 REPORT

The FC1 Report and corresponding instruction sheet (see Attachments I and II) have been revised. The form is now split into two sections. Section One, Foster Family Agencies, has additional columns added to Sections D. The following changes include:

New Columns

1. Column D3, "Maintenance Ratio ".
2. Column D4, "Total Maintenance Costs".
3. Column D5, "Nonfed Maintenance Ratio".
4. Column D6, "Total Nonfed Maintenance Costs".

Column D4 calculates the maintenance portion of the total aid paid. Column D6 calculates the nonfederal part of the maintenance portion of the total aid paid.

All ratios may be found in the Foster Care Rates letters online at www.hwcws.cahwnet.gov/programres.asp.

Section Two, Group Homes, the calculation process has not been revised.

A sample FC1 Report (see Attachment III) has been developed as a guide in performing the fed/nonfed calculations.

THE CA 800 FC FED CLAIM FORM

The CA 800 FC (Fed) form and attached Instruction Sheet (see Attachments IV and V) have been changed to reflect the column heading changes on the FC1 Report. The changes include:

1. Line 14, Nonfed Costs, are the combined totals of Columns D6, and E2 (FFAs), and Column D4 (Group Homes), taken from the FC1 Report.
2. Line 21, "Total Fed Admin Costs" lists the costs included in the FC1, Col. E4 (FFAs).
3. Line 22, "Total Non-Fed Admin Costs" lists the costs included in the FC1, Col. F2 (FFAs).

The change in methodology for calculating the Fed/Nonfed portions of the FFA Maintenance Payment costs is effective immediately and may result in an increased share of Federal funds

depending upon how counties calculated the FFA Maintenance share of costs prior to this change. According to Welfare and Institutions (W&I) Code 10604, counties may make claim adjustments up to 18-months after the end of the calendar quarter that the costs were paid to reflect the new Federal/State/County share of costs.

For more information on the new FC1 Report calculations send your questions, comments to assistance.claims@dss.ca.gov. For questions concerning the Foster Care Rates Letter please contact the Foster Care Rates Bureau at (916) 263-0441.

Sincerely,

TERRIE O'CONNOR, Chief
Financial Services Bureau

Attachments

c: CWDA

ATTACHMENT 1

Page

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**INSTRUCTIONS FOR FORM CA 800 FC1 FED
FOSTER CARE FACILITY REPORT**

ATTACHMENT II

Foster Family Agencies (FFA's) and Group Homes

1. Enter County Name and Date (Month and year).
2. Columns A and G: Enter the facility name.
3. Columns B and H: Enter the Program Number from the AFDC FFA or Group Home Rate Letters.
4. Columns C and I: Designate maintenance costs as: R-Revised, C-Current, P-Prior, O-Original.
5. Columns D1 and J1: Enter persons count.
6. Column D2 and J2: Enter the total benefit amount paid to the facility (amounts above the State set rate must not be included).

FFA's Only

7. Column D3: Enter the Maintenance Ratio from the appropriate Foster Family Agency Rate Letter.
8. Column D4: Total Maintenance Costs (Column D2 x Column D3). This amount will calculate automatically.
9. Column D5: Enter the Nonfederal Maintenance Ratio from the appropriate rate letter.
10. Column D6: Nonfederal share (Column D4 x Column D5). This amount will calculate automatically.
11. Column E1: Enter the Administrative Cost Ratio from the appropriate FFA Rate Letter.
12. Column E2: Total Administrative Cost (Column D2 x Column E1). This amount will calculate automatically. Columns D4 plus E2 should equal Column D2 Total Aid Paid.
13. Column E3: Enter the Federal Administrative Cost Ratio from the appropriate FFA Rate Letter.
14. Column E4: Total Federal share (Column E2 x Column E3). This amount will calculate automatically.
15. Column F1: Enter the Administrative Cost Nonfederal ratio from the appropriate rate letter.
16. Column F2: Nonfederal share (Columns E2 x F1). Columns E4 plus F2 should equal the total of Column E2.

Group Homes Only

17. Column J3: Enter the Non-federal Maintenance ratio from the appropriate Group Home rate letter.
18. Column J4: Nonfederal share of maintenance costs (Columns J2 x J3). This amount will calculate automatically.

General Instructions

19. The Totals for Columns D1, D2, D4, D6, E2, E4, F2, J1, J2, J4 will calculate automatically.
20. The Total of Columns D6, E2, (FFAs) and J4 (Group Homes) should match Line 15 on the CA 800FC Fed form.
21. The total of Column E4 should match the total of Line 22 on the CA 800FC Fed form.
22. If any amount, other than zero, appears on the "check calculation" row, this indicates an error. Please correct before submitting.

Foster Care Facility Report

*Use the Appropriate Foster Care Rate Letter For Group Homes and Foster Family Agencies (FFAs) for Calculations

ATTACHMENT III

Foster Family Agencies

County		Date																									
		C. Maintenance Costs Designate R, C, P, or O		*D. Maintenance Costs						*E. Total Administrative Costs					*F. Social Work Admin. Costs												
						4.		5.		6.		1		2		3.		4.		1.		2.					
B. Program Number		R - Revised, C- Current, P - Prior, O- Original		1. Person's Count		2. Total Aid Paid		3. Maintenance Ratio*		Total Maintenance Costs (Column D2 X Column D3)		Nonfed Maintenance Ratio*		Total Nonfed Share of Costs (Column D 4 X Column 5)		Admin Ratio*		Total Admin. Costs (Column D2 X Column E1)		Federal Admin Ratio*		Total Federal Share of Costs (Column E2 X Column E3)		Nonfed Admin Ratio*		Nonfed Share (Column E2 X Column F1)	
A. Facility Name																											
Youth And Community Services**		O		1		\$1,865.00		60.00%		\$1,119.00		29.40%		\$328.99		40.00%		\$746.00		70.64%		\$526.97		29.36%		\$219.03	
Safe Transitions**		P		1		\$1,787.00		59.99%		\$1,072.02		30.69%		\$329.00		40.01%		\$714.98		69.37%		\$495.98		30.63%		\$219.00	
Grand Totals				2		\$3,652.00				\$2,191.02				\$657.99				\$1,460.98				\$1,022.96				\$438.02	

** Fictional Foster Family Agencies.

Group Homes

County		Date	*D. Maintenance Costs				
		C. Maintenance Costs Designate R, C, P, or O	4.				
			1.	2.	3.		
			Person's Count	Total Aid Paid	Nonfed Ratio*	Total Nonfed Share of Costs (Column D2 X Column D3)	
A. Facility Name	B. Program Number	R - Revised, C- Current, P - Prior, O- Original					
Arian Group Homes**		O	1	\$6,371	9.06%	\$577	
Chavis Group Homes**		O	1	\$5,964	9.75%	\$581	
Grand Totals			2	\$12,335		\$1,159	

** Fictional Group Homes

**SUMMARY REPORT OF ASSISTANCE EXPENDITURES
FOSTER CARE; FOSTER CARE SB 163,
FEDERAL**

County		Date (Month/Year)	Foster Care	
Claim Contact		Telephone	Persons Count	SB 163
Aid Code			42	42
1 Main Payroll				
2 Current Month Supplemental Payroll				
3 Current Month Cancellation Contra Roll				
4 Prior Months Supplemental Payroll				
5 Current Month Adjustment				
6 Subtotal (Lines 1 - 5)			-	-
7 Prior Months Cancellation Contra Roll				
8 Recoveries of Aid				
9 Prior Month Negative Adjustment				
10 Subtotals (Lines 7 - 9)			-	-
11 Prior Month Positive Adjustment				
12 Office Audit Corrections				
13 TOTAL PAYROLL, CURRENT + PRIOR MONTH (Lines 6+10+11+12)			-	-
14 Amount Not Reimbursable from Federal Funds FC 1 Col D6+E2(FFAs)+J4(Grp Homes)				-
15 TOTAL - Line 13 - Line 14				-
16 THPP Rate Increase				
17 Supplemental Clothing Allowance				
18 Funeral Costs (100% State)				
19 TOTAL ALL PAYMENTS (Lines 13+16+17+18)			-	-
Summary by Funding			County	Total
20 Foster Care FMAP Rate (50/20/30)	-		-	-
21 Fed Adm Costs (FC1 Col E4) FFAs	-		-	-
22 Non Fed. Admin Costs (FC1 Col F2) FFAs			-	-
23 THPP Rate Increase (Line 16)	-		-	-
24 Supplemental Clothing Allowance (Line 17)	-			-
25 Funeral Cost (Line 18)				-
26 Total Payment Federal Foster Care	-		-	-
27 SB 163 - Basic (Line 11 x 50%)	-			-
28 Fed Adm Costs (FC1 Col E4) FFAs x 50%	-			-
29 Total Payment SB 163	-			-
30 Total Foster Care and SB 163	-			-

**INSTRUCTIONS FOR FORM CA 800 FC
SUMMARY REPORT OF EXPENDITURES
FOSTER CARE AND FOSTER CARE-SB 163, FEDERAL**

General Information

1. Enter county name, and month and year of claim in space provided.
2. Enter name and telephone number of county staff person to be contacted if there are any questions regarding the claim.
3. This form is pre-programmed to round all amounts to the nearest dollar.

Current Month

4. Lines 1 through 5: Enter the amounts shown on the integrated payroll summary. For non-integrated payrolls, enter the grand totals shown for each payroll. Only current month adjustments should be entered on Line 5.
5. Line 6: Subtotal of Lines 1 through 5. This amount will calculate automatically.

Prior Month Negatives

For each column:

6. Lines 7 through 9: Enter the amounts shown on the integrated payroll summary. For non-integrated payrolls, enter the grand totals shown for each contra-roll.
7. Line 10: Subtotal of Lines 7 through 9. This amount will calculate automatically.

Prior Month Positives

8. Line 11: Enter the amounts shown on the separate listing for prior month positive adjustments which were or should have been claimed on a prior month Summary Report.

Office Audit Corrections

9. Line 12: Office audit corrections. Enter the person's count and adjustment amount for relative placements that have been determined to be out of compliance with Assembly Bill 1695 and the Federal Adoptions and Safe Families Act requirements. Please refer to All County Information Notice I-67-03 and County Fiscal Letter No. 03/04-20 for detailed information.

Total

10. Line 13: Total Aid Payments, current and prior months (Line 6+10+11+12). This amount will calculate automatically. The persons count on this line should equal Line 5 on the CA 800FC PIA; the total payment amount should equal Line 10 of the CA 800FC PIA.
11. Line 14: Amount not reimbursable from federal funds from FC.1 Column D6+E2 (FFAs) D4 (Group Homes).
12. Line 15: Net Total – amount reimbursable with Federal Funds (Line 13 – Line 14)

Transition Housing Placement Program (THPP)

13. Line 16: Enter the total THPP rate increase paid.

Supplemental Clothing Allowance (SCA)

14. Line 17: Enter the SCA expenditures from county payroll records or other automated payroll system.
REMINDER: SCA expenditures must be excluded from the main payroll amount which is entered on Line 1.

Funeral Costs

15. Line 18: To be used for claiming funeral costs for foster care children in accordance with Manual of Policies and Procedures (MPP) Section 11-420.2 (see also MPP Section 25-753). Required detailed support: Aid payroll, contra roll or equivalent form.

Totals

16. Line 19: Grand total of aid payments, THPP, SCA, and Funeral Costs (Lines 13+16+17+18).

Summary of Aid Payments, THPP, SCA, and Funeral Costs by Program and by Funding

17. Lines 20-30 will calculate automatically at the appropriate rates.